



Business Registration Overview & Frequently Asked Questions

Dear Addison Business,

Addison's annual Business Registration (Ordinance No. 011-073) is an important tool that will improve the level of service businesses receive from the Town. Public Safety will be improved by better knowing who is here, how many employees are on location, and who to contact in case of an emergency. Furthermore, community outreach to businesses will be more focused and efficient based on the information included in the business registration form. As another value-add to our business community, the Town also is developing several new tools to assist with business outreach, including a new online business directory to enhance business-to-business activity in Addison.

Addison Department of Economic Development

Addison Town Hall
5300 Belt Line Road
Dallas, TX 75254
www.addisontx.gov

Mailing Address:
PO Box 9010
Addison, TX 75001-9010

(972) 450-7039
BusinessRegistration@addisontx.gov

The Town of Addison Department of Economic Development is in charge of administering the business registration. Whether you are new to Addison or one of our many longtime businesses, we're glad you're here! The Department of Economic Development works to retain and expand existing businesses, to attract new businesses, and to promote development and redevelopment. We are available to assist you in any manner possible to facilitate business growth and we encourage you to utilize our services.

Below are a few Business Registration Frequently Asked Questions to help inform you further. Please contact us directly with additional inquiries.

About the Registration Process

Q: When is a business registration required?

Businesses located within Addison's boundaries must register and update their information at the beginning of each calendar year. New businesses are required to register prior to receiving their certificate of occupancy, or within 30 days of commencing initial operations at its Addison location, whichever is earlier.

Q: How do I register a business?

Registration forms are available at Addison Town Hall (5300 Belt Line Road), the Addison Service Center (16801 Westgrove Drive), or downloaded from the Town's website, www.addisontx.gov. The original form with your signature is required so you must mail or return the completed registration and \$50 administrative fee to Town Hall or the Service Center. Once processed, you will receive your registration notification from the Town within 30 days.

Q: What is the definition of a business?

A business refers to any for-profit or non-profit commercial, industrial, or professional operation, occupation, work or trade, or any other business of any kind (sole proprietorship, partnership, limited partnership, joint venture, association, corporation, limited liability company, franchisee, cooperative, etc.) or any other entity recognized by law, that occupies

commercial, retail, office and industrial space in Addison. Businesses with multiple locations within Addison must submit a registration and the \$50 administrative fee for each location that has been issued a certificate of occupancy.

Q: If my business is conducted from home, do I need a business registration?

No. Registration is only required for businesses who occupy commercial, retail, office and industrial spaces in the Town. If you have questions regarding land use/zoning please contact the Development Services Department at (972) 450-2881. However, home-based businesses who would like to be included in the online business directory will need to register and pay the \$50 administrative fee.

Q: Can I apply for a business registration online?

No. Currently, the registration form and \$50 administrative fee must be submitted in person or mailed to:

Town of Addison
Department of Economic Development
P.O. Box 9010
Addison, TX 75001-9010

Q: If my business is not physically located within Addison's city limits, but I am entering the Town to conduct business, do I need a business registration?

No. Business registration is only required for businesses with a physical presence in the Town of Addison. However, based on the type of business you are conducting, other permits or registration may be required. Please contact the Development Services Department with any questions related to this at (972) 450-2881.

Q: What if I don't obtain a business registration from Addison?

Failure to register a new business or maintain registration on your operating business will subject you to a graduated penalty. The late fee will start at 10% of the original \$50 fee and increase by an additional 10% each month for six months. Therefore, if a business fails to register for six months, they would face the original \$50 fee plus 60% of that amount (\$30). At anytime while the business has failed to register, pay the original fee, or any related late fees, the Town may revoke the business' certificate of occupancy. This can result in a fine of up to \$500 for each day the business operates without the certificate of occupancy.

Q: When does my business registration expire?

Your license becomes effective upon issuance and is valid through December 31 of the same calendar year. During December, you will receive a notice from the Town to renew for the following year. Failure to receive the reminder does not release you from your obligation to keep your registration current.

About Paying Your Business Registration Administrative Fee

Q: How much is the business registration fee and what payment methods are available?

Business registration is subject to an annual administrative fee of \$50. Full payment for your administrative fee can be paid by cash, check, Visa, MasterCard, American Express or Discover. Installment payments are not available.

Q: When do I need to pay for the business registration fee?

New businesses that come to the Addison after January 1 are excused from paying the registration fee for the first calendar year. For current businesses, payment is due annually at the time the application for registration is submitted.